



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 6, 1976	1. Agency Address Georgia Department of Agriculture Fuel and Measures Division Capitol Square Atlanta, Ga 30334	Application Number <b>451-A</b>	
Application Number 169		Date Received MAY - 7 1976	Date Completed MAY 26 1976
2. Person to Contact O. D. Mullinax <i>[Signature]</i> Director		Working Title Telephone Number 656-3605	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>451</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1971 to date		5. Records Series Title (followed by title used in office, if different) FUEL OIL PUMP INSPECTION REPORT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia and for assuring that weighing and measuring devices are accurate. It administers and supervises to inspection units in assuring that fuels meet certain specifications; and that anything subject to being weighed or measured is accurately checked.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: inspecting for calibrating of Fuel Oil Pumps metering devices.  Included are: Full Oil Inspection Unit Form AG 62-007-093, which identifies the service station, its location, make and pump number of each pump tested, and any deficiency which is noted.          File is arranged: alphabetically by counties, thereunder, numerically by service station numbers.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>30 drawers</u> <u>3 1/4 X 7 1/4 X 30 inches</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                                 |
|--------------------------|--------------|-----------------------------------|---------------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.                    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>12 months</u> <del>xxx</del> |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.                    |

Attach copy or excerpt of laws or regulations. Explain administrative need. Necessary to check for prior deficiencies to see if these deficiencies are reoccurring.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other month then,

- ☒ Hold in the current files area 12 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Monthly Computer Printout- Cut off file at the end of each month, then hold in the current files area 12 month, then destroy. Earlier destruction is authorized.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date																
<i>Ellis D. Sikes</i>	May 6, 76	<i>Ellis D. Sikes</i>	May 6, 76																
<table border="1"> <thead> <tr> <th colspan="3">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>William M. Higon</i></td> <td></td> <td>5-24-76</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carrace Hays</i></td> <td></td> <td>5-20-76</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>Robert Shell</i></td> <td></td> <td>5-25-76</td> </tr> </tbody> </table>				State Records Committee (Signature)			Date	State Auditor/Designee	<i>William M. Higon</i>		5-24-76	Secretary of State/Designee	<i>Carrace Hays</i>		5-20-76	Attorney General/Designee	<i>Robert Shell</i>		5-25-76
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Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date November 30, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 87		Date Received DEC 19 1972 451	Application No. DEC 22 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - State Fuel Oil Laboratory 5235 Kennedy Road Fprest Park, Georgia 30050		4. Person to Contact Dr. J.D. Harvey <i>JWH</i>	5. WORKING TITLE State Oil Chemist
		6. Tel. No. 361-6336	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 to Dale	9. Exact Series Title Fuel Oil Pump Inspection Report Files
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10. What is the function of the office in which this record series is created?

This Unit administers the Fuel Oil Act, providing for the registering of Service Stations, Inspecting, Sampling and Analysing Petroleum Products; and registering brand names of petroleum products. It receives application for registration of Service Station, issues certificates of registration for service stations, and inspects Service Stations for quality of products sold and volume dispensed; registers brand names for Petroleum Products; registers Brake Fluid Brands; and performs laboratory tests on petroleum products for quality.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Inspecting for calabrating of Fuel Oil Pumps metering devices.  
Document is:  
Fuel Oil Inspection Unit Form -AG 62-007-093. which identifies the service station, its location, make and pump number of each pump tested, and any deficiency which is noted.

Arranged as

Files are arranged alphabetically by counties, thereunder, numerically by Service Station numbers.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				1	.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
3 X 8"	2	1	AVERAGE DAILY REFERENCED	This Year's	Last Year's	Preceding Year's	All Prior Years
				1	1		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒


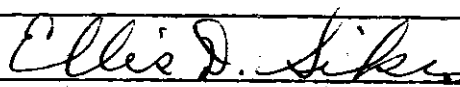
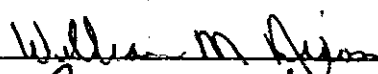
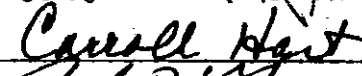

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	11-30-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11-30-72
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		12-15-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		12-20-72